

Time Management

From The Quran, Seerah and Modern Science





- Do you ever feel like there's not enough time in the day?
- We all get the same 24 hours – so why do some people seem to achieve more with their time than others?
- The answer: Good Time Management.

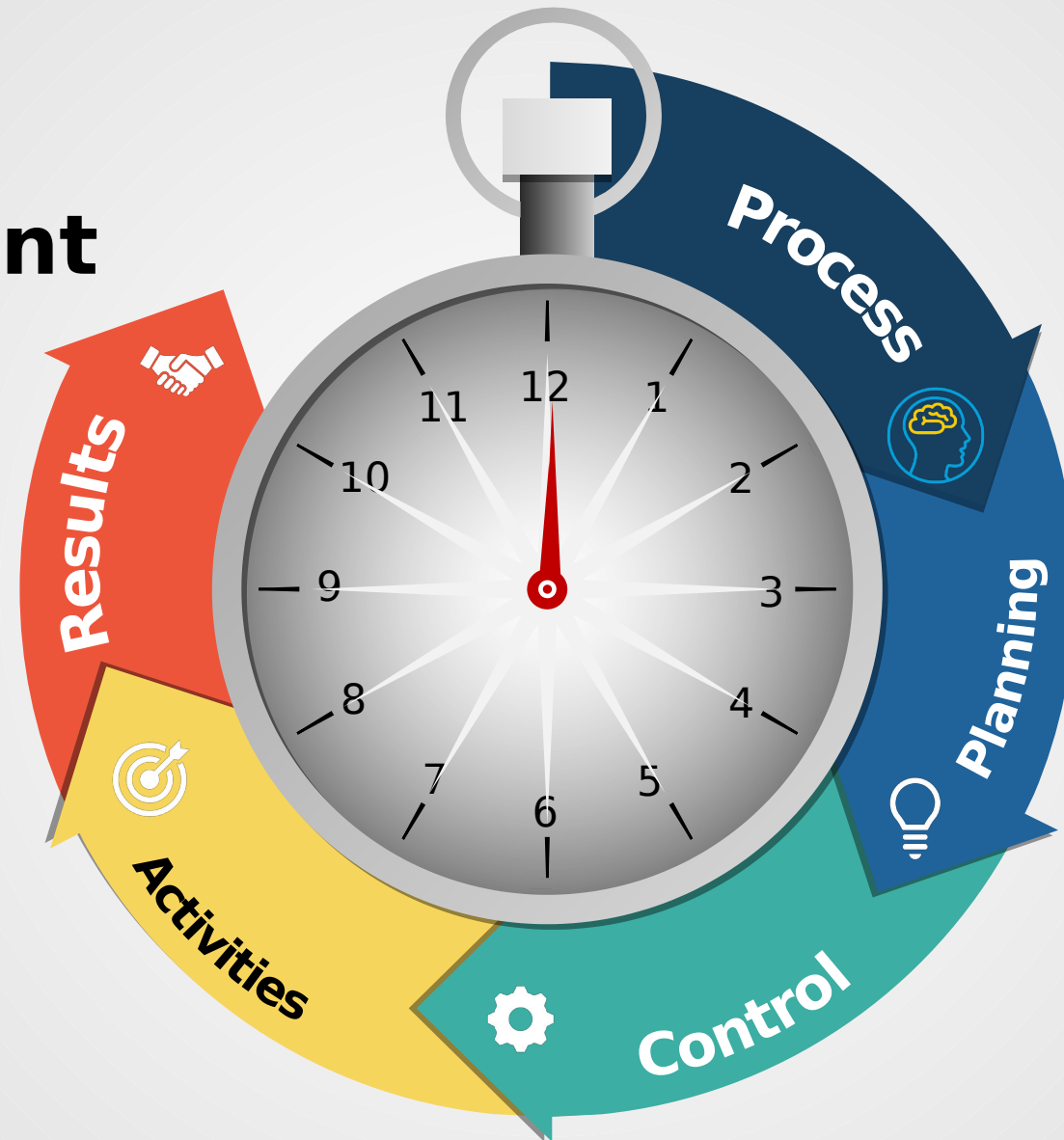
Agenda

- 1 What is Time Management
- 2 Importance of Time from Quran
- 3 Importance of Time from Seerah
- 4 The Impact of Wasting Time - Its Solution and Benefits
- 5 Balance Deen and Dunya
- 6 Time Distribution in Prophet's life
- 7 Modern techniques and tools for Time management
- 8 Procrastination and its solution
- 9 Understanding Habit
- 10 Smartphone addiction and facts
- 11 Avoiding Distractions



What is Time Management

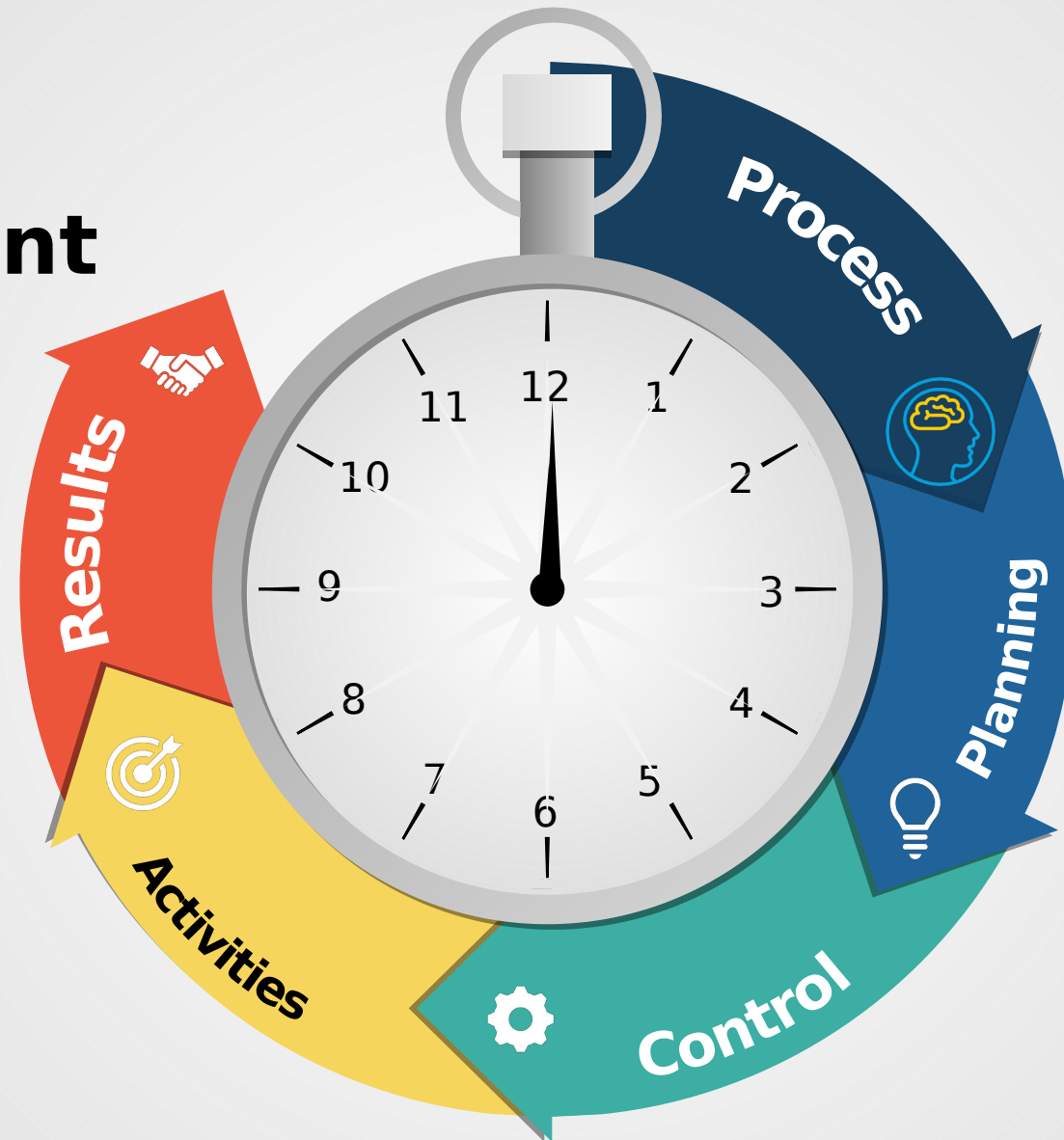
Effectiveness
s
Efficiency
Productivity



Time management is the process of planning and exercising conscious control of time spent on specific activities - to increase effectiveness, efficiency, and productivity.

What is Time Management

Effectiveness
s
Efficiency
Productivity



In other words, time management is all about prioritization and focus management.

Blessing of Allah

The Prophet (ﷺ) said:

"There are two blessings that many people are deceived into losing: health and free time."

- Sahih al-Bukhari



A blue magnifying glass with a gold-colored rim is positioned over a clock face. The lens of the magnifying glass is centered on the text 'Importance of time from Quran'. The clock face is white with black numbers and dots. The magnifying glass handle is blue and extends towards the bottom right. The clock face shows numbers 1, 2, 3, 5, and 6. The text is in a black, sans-serif font.

Importance of time
from
Quran

Surah Al-Asar

"By time, indeed, mankind is in loss, Except for those who have believed and done righteous deeds and advised each other to truth and advised each other to patience." [Surah Al-Asar, 103: 1-3]



What is our purpose of life?

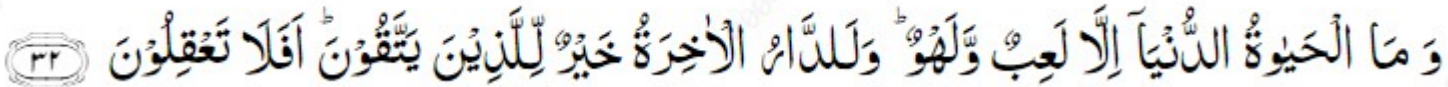
﴿٥٦﴾ وَمَا خَلَقْتُ الْجِنَّ وَالْإِنْسَ إِلَّا لِيَعْبُدُونِ

I created the jinn and humans for
nothing else but that they may serve
Me - Surah Az-Zarivat (51:56)

﴿٢٠﴾ وَمَا الْحَيَاةُ الدُّنْيَا إِلَّا مَتَاعُ الْغُرُورِ

The life of this world is nothing but delusion.
Surah Al Hadid (57:20)

Invest time in good deeds

- Time is the most precious resource (Never replaced/Never renewed)
- (47:33) Believers, obey Allah and obey the Messenger and do  وَمَا الْحَيَاةُ الدُّنْيَا إِلَّا لَعِبٌ وَلَهُوَ وَلِلدَّامِرِ الْآخِرَةُ خَيْرٌ لِّلَّذِينَ يَتَّقُونَ أَفَلَا تَعْقِلُونَ (h Mohammed)
- (6:32) The life of this world is nothing but a sport and a pastime,²⁰ and the life of the Hereafter is far better for those who seek to ward off their ruin. Will you not, then,

دنیا کی زندگی تو کھیل اور تماشا ہے سوا کچھ نہیں اور آخرت کی زندگی ان لوگوں کے لیے بہت بہتر ہے جو اپنی بربادی سے بچنا چاہتے ہیں تو کیا تم نہیں سمجھو گے؟

A blue magnifying glass is positioned over a clock face. The lens of the magnifying glass is centered on the text 'Importance of time from Seerah'. The clock face is white with black numbers and dots. The magnifying glass has a blue handle and a gold-colored rim around the lens.

Importance of time
from
Seerah

5BE5 FORE



THE MESSENGER OF ALLAH (ﷺ) SAID
TAKE ADVANTAGE OF FIVE BEFORE FIVE

Take advantage of five before five.

- The Prophet ﷺ said, “Take advantage of five before five: Life before death; free time before busyness; wealth before poverty; youth before old age, and health before sickness.”

Examples of excuses: “I will do it later, I am young; I have my whole life ahead of me. These are things to do when we reach old age.”



Do not curse time

Hadith: On the authority of Abu Hurayrah (may Allah be pleased with him), who said that the Messenger of Allah (peace be upon him) said: "Allah Almighty said: The son of Adam abuses me. He curses time and I am time (Al-Dahr), for in my hand are the night and day."-Hadith Qudsi

**اللہ تعالیٰ نہ فرمایا: ابن آدم مجھ گالی دیتا ہے
وقت پر لعنت بھیجتا ہے اور میں وقت ہوں
کیونکہ رات اور دن میرے ہاتھ میں ہیں**

جو شخص اس بات پر راضی ہو کہ اس کا رزق
میں وسعت ہو اور اس کی عمر بڑھ جائے تو اس
کا یہ کہ وہ اپنے اہل و عیال سے اچھے تعلقات
رکھے




Anas ibn Malik reported

The Messenger of Allah, peace and blessings be upon him, said,

“Whoever is pleased to have his provision expanded and his life span extended, let him keep good relations with his family.”

Ṣaḥīḥ al-Bukhārī 2067, Ṣaḥīḥ Muslim 2557

Wasting Time – Negative Impact



**Wasting
time**
is worse than
death
because
death separates you
from this world
whereas **wasting time**
separates you from
Allaah!

– Ibn Qayyim

*Dr. Bilal
Philips.*

www.bilalphilips.com twitter.com/DrBilalPhilips [youtube.com/aabphilips](https://www.youtube.com/aabphilips)



Solution: How to avoid wasting time

- Self Reflection
- Self questioning?
- Importance of time ~ Purpose in life that should be big enough
- Short term and Long term Goals



If we do not waste time - Benefits



- **Anas bin Malik narrated that the Messenger of Allah (ﷺ) said:**
- **"Whoever makes the Hereafter his goal, Allah makes his heart rich, and organizes his affairs, and the world comes to him whether it wants to or not.** And whoever makes the world his goal, Allah puts his poverty right before his eyes, and disorganizes his affairs, and the world does not come to him, except ²¹

le Your Time To Create Balance



Islam does not separate the worldly life from the Hereafter.

“Surely my prayer, my sacrifice, my life, and my death are all for Allah—Lord of all worlds.

Surah Al An'am (6:162)

Time Distribution in Prophet's life

Ali Ibn- Abi-Taalib said,

“When Prophet ﷺ gets home, he divides his time into three portions: one for Allah, one for his family and one for himself, and he divides his own portion between himself and the people.”

(Tabarani)



Benefits - Barakah in Life

- Time mgmt is about self management (Nafs)-discipline
 - Keep company of goal oriented people.
 - Well being
 - Mindful
 - Balance and moderation in Life
-
- Reducing stress
 - Increasing energy
 - Prioritizing what's important
 - Accomplishing more in less time
 - Greater productivity and efficiency.
 - A better professional reputation.
 - Increased chances of advancement in Career growth.
 - More opportunities to achieve your life and career goals.

**Warning: Sins (Bad deeds) reduce barakah in everything
(Time, Mind, Intellect, Wealth, etc)**

Challenges

- **Lack of self-control.**
- **Procrastination.**
- **Lack of motivation.**
- **People pleasing.**
- **Multitasking.** (In fact, one study found that only 2.5 percent of people are able to multitask effectively)
- **Distractions.**
- **Job constraints.**



PROCRASTINATION



How to wake-up for Fajr Prayer

0
1

Early Dinner

Early dinner is a healthy habit for body and mind as it helps you digest food, Lower the Risk of Diabetes, Relief from Constipation, Minimize the risk of heart attack, reduces BP and helps to improve sleep.



0
2

Early to bed

You can maintain a healthy weight, Decrease your chances of getting sick, lower your risk for chronic diseases, more productive.



0
3

Wake-up for Fajr

Compulsory for Muslims. Prayer Protects Us From Hell-Fire. It Provides All-Day Protection of Allah. It Is Better Than Any Worldly Blessing. strength and support, to the human soul and heart.



0
4

Productive Time

Read Quran / Seerah books. Spend time for your hobby. Exercise / Walking Healthy Breakfast



0
5

Office Work

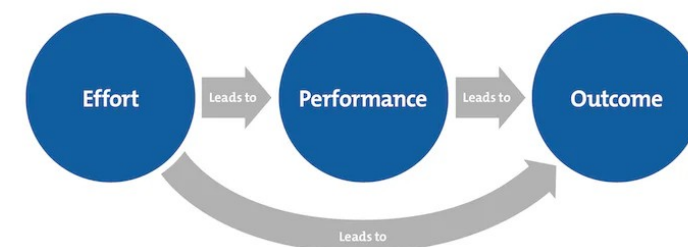
Prepare To-do checklist. Prioritize activities. Check mails Organize calendar. Review objectives.



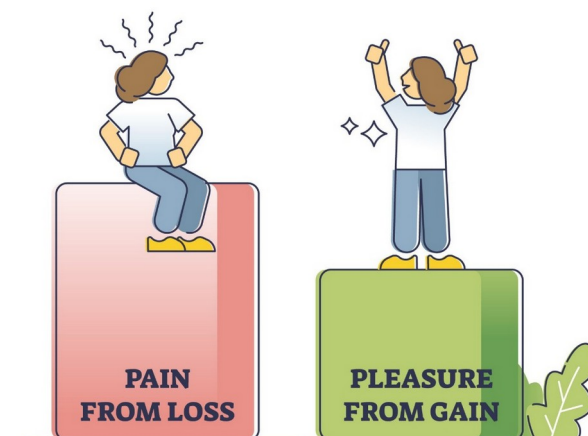
Scientific Reasons for Procrastination

- In last 40 years, 300-400% increase in chronic procrastination.
- More than 50% of population is impacted.
- Level of physical mental emotional Effort
 - (Example: Preparing for Exam or interview, serious work, more effort.*)
- Deadlines vs No Deadlines*
- Expectancy and Loss Aversion theory*

Solution: Self evaluation



LOSS AVERSION



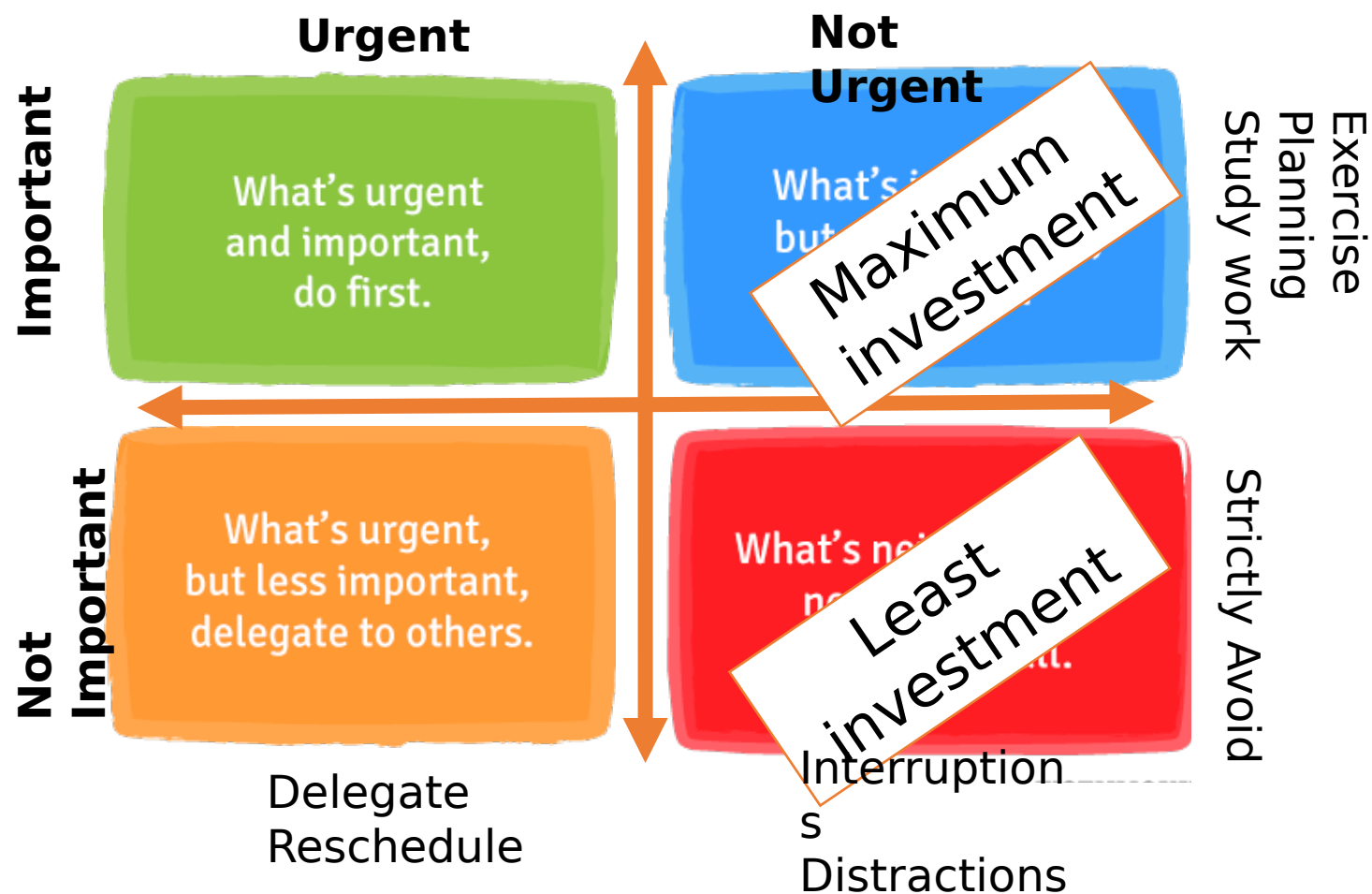
HABIT

- 95% of everything you do is a result of the habit.
(Aristotle)
- All habits are learned and can be unlearned by replacing bad habit with good habit.

Modern Science



The Eisenhower Method (4 Quadrants principle)



The "Eisenhower Method" or "Eisenhower Principle" is a method that utilizes the principles of importance and urgency to organize priorities and workload.

Modern Tools and Productivity tips



Goal
Setting



Calendar



Reminders



To Do Lists



Saying No



Reward
Yourself



Health



Embrace
Technology

SMARTPHONE ADDICTION STATISTICS



FACTS

- **47%** of Americans admit they're addicted to their phones.
- Of parents surveyed in the UK, 46% said they "feel addicted" to their mobile devices.
- **71% of people spend more time on their phone than with their partner.**
- **52% of teens sit for long periods of time in silence, on their smartphones, while hanging out with friends.**
- **82% of people don't have a time management system**
- **Spending 10-12 minutes planning your day can save you two hours of time**

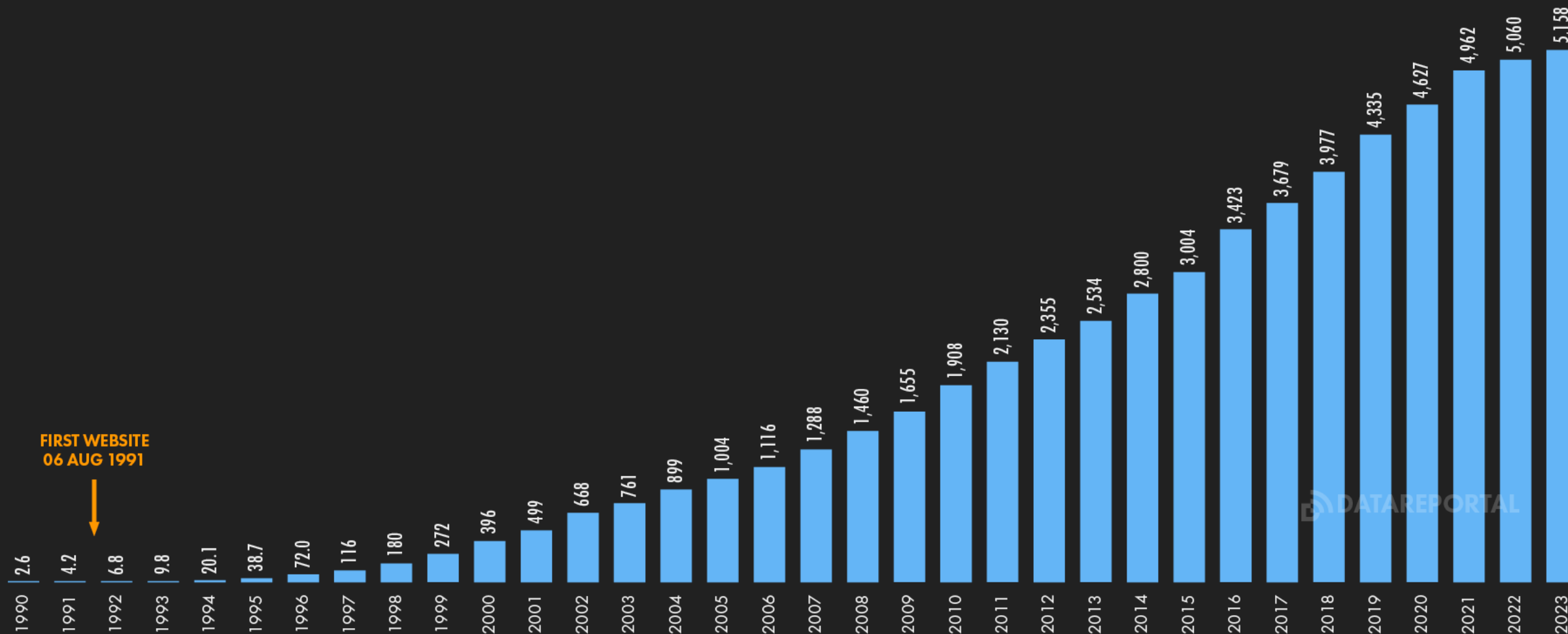
JAN
2023

INTERNET USERS: TIMELINE

NUMBER OF INTERNET USERS BY YEAR (IN MILLIONS)



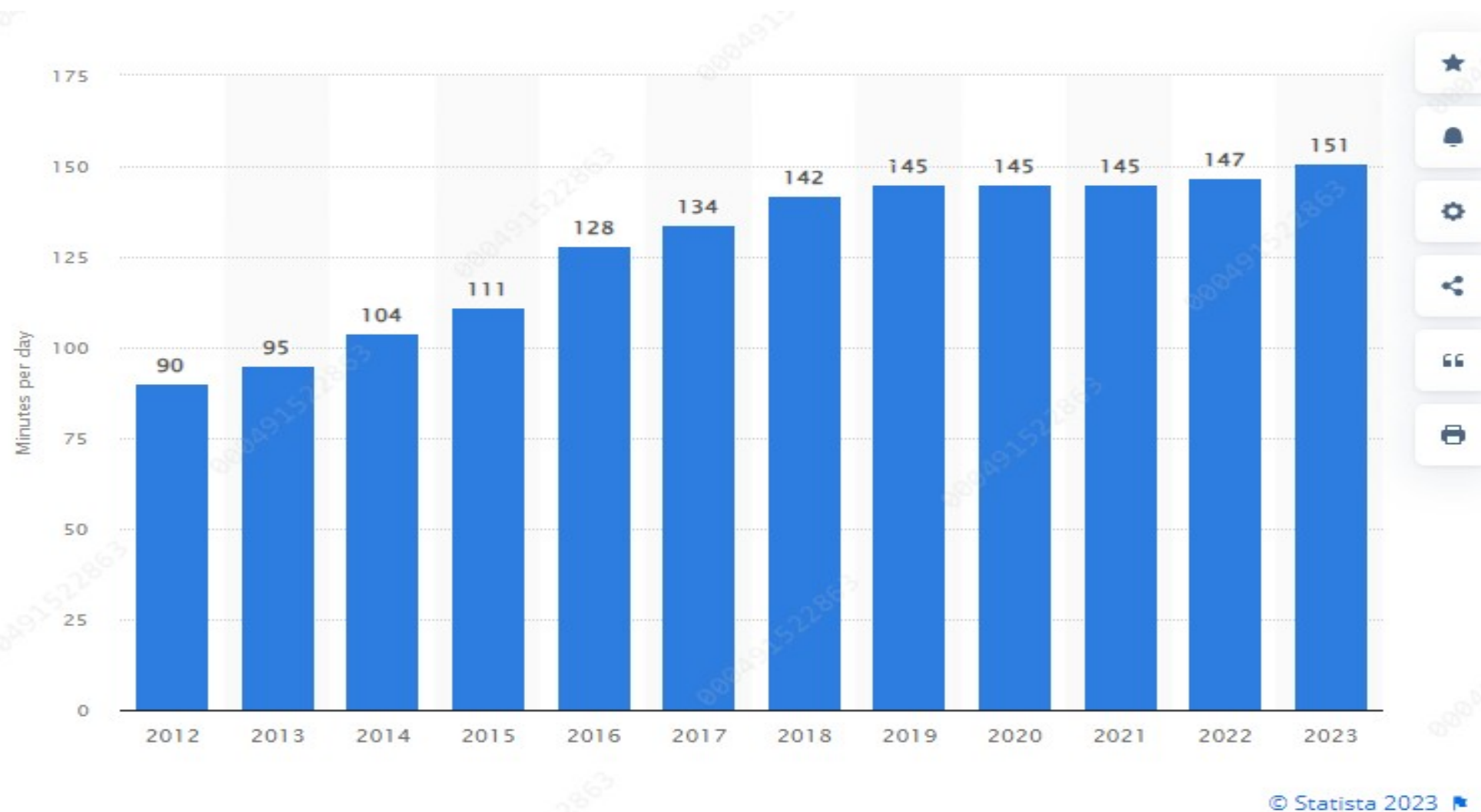
GLOBAL OVERVIEW



FIRST WEBSITE
06 AUG 1991

DATA REPORTAL

Daily time spent on social networking by internet users worldwide from 2012 to 2023 *(in minutes)*



JAN
2023

DAILY TIME SPENT WITH MEDIA

THE AVERAGE AMOUNT OF TIME EACH DAY THAT INTERNET USERS AGED 16 TO 64 SPEND WITH DIFFERENT KINDS OF MEDIA AND DEVICES



SAUDI
ARABIA

TIME SPENT USING
THE INTERNET



7H 20M

YEAR-ON-YEAR CHANGE
-9.3% (-45 MINS)

TIME SPENT WATCHING TELEVISION
(BROADCAST AND STREAMING)



3H 49M

YEAR-ON-YEAR CHANGE
+6.0% (+13 MINS)

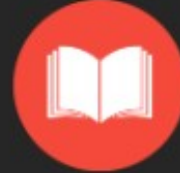
TIME SPENT USING
SOCIAL MEDIA



3H 01M

YEAR-ON-YEAR CHANGE
-11.3% (-23 MINS)

TIME SPENT READING PRESS MEDIA
(ONLINE AND PHYSICAL PRINT)



2H 30M

YEAR-ON-YEAR CHANGE
+18.1% (+23 MINS)

TIME SPENT LISTENING TO
MUSIC STREAMING SERVICES



1H 35M

YEAR-ON-YEAR CHANGE
+5.6% (+5 MINS)

TIME SPENT LISTENING
TO BROADCAST RADIO



0H 47M

YEAR-ON-YEAR CHANGE
+27.0% (+10 MINS)

TIME SPENT LISTENING
TO PODCASTS



1H 17M

YEAR-ON-YEAR CHANGE
+13.2% (+9 MINS)

TIME SPENT USING
A GAMES CONSOLE



1H 58M

YEAR-ON-YEAR CHANGE
+4.4% (+5 MINS)

JAN
2023

DAILY TIME SPENT WITH MEDIA

THE AVERAGE AMOUNT OF TIME EACH DAY THAT INTERNET USERS AGED 16 TO 64 SPEND WITH DIFFERENT KINDS OF MEDIA AND DEVICES



INDIA

TIME SPENT USING
THE INTERNET



6H 23M

YEAR-ON-YEAR CHANGE
-12.6% (-55 MINS)

TIME SPENT WATCHING TELEVISION
(BROADCAST AND STREAMING)



3H 28M

YEAR-ON-YEAR CHANGE
+8.3% (+16 MINS)

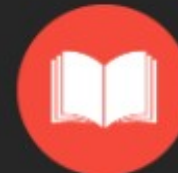
TIME SPENT USING
SOCIAL MEDIA



2H 50M

YEAR-ON-YEAR CHANGE
+9.0% (+14 MINS)

TIME SPENT READING PRESS MEDIA
(ONLINE AND PHYSICAL PRINT)



3H 12M

YEAR-ON-YEAR CHANGE
+42.2% (+57 MINS)

TIME SPENT LISTENING TO
MUSIC STREAMING SERVICES



2H 22M

YEAR-ON-YEAR CHANGE
+24.6% (+28 MINS)

TIME SPENT LISTENING
TO BROADCAST RADIO



0H 53M

YEAR-ON-YEAR CHANGE
+23.3% (+10 MINS)

TIME SPENT LISTENING
TO PODCASTS



1H 34M

YEAR-ON-YEAR CHANGE
+51.6% (+32 MINS)

TIME SPENT USING
A GAMES CONSOLE



1H 41M

YEAR-ON-YEAR CHANGE
+24.7% (+20 MINS)

Social media more addictive than cigarettes, alcohol: Study

The Guardian

Print subscriptions Sign in Search

on Sport Culture Lifestyle More

Why not regulate social media like tobacco or alcohol?

Roger McNamee

Forbes

INNOVATION

Is Social Media Addiction Worse Than Cigarettes?



Göran Wågström Former Forbes Councils Member

Forbes Technology Council COUNCIL POST | Membership (Fee-Based)

Social media more addictive than cigarettes, alcohol !



ALJAZEERA

News

Israel-Gaza war

Features

Economy

Opinion

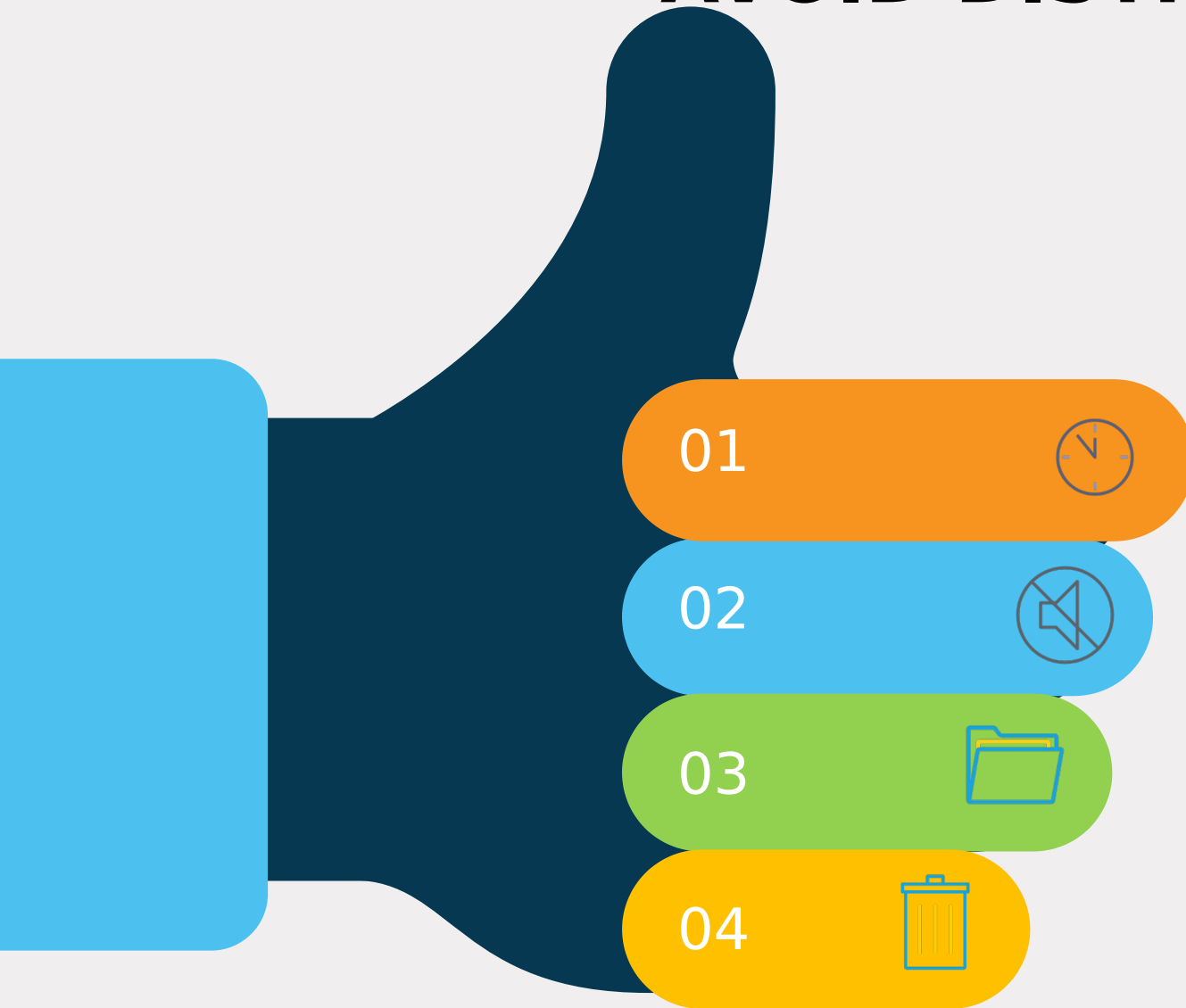
Videos

Opinions | Social Media

Social media: An addictive product unlike any other

The more you use a particular social media platform, the more addictive that platform becomes – not just generally, but specifically.

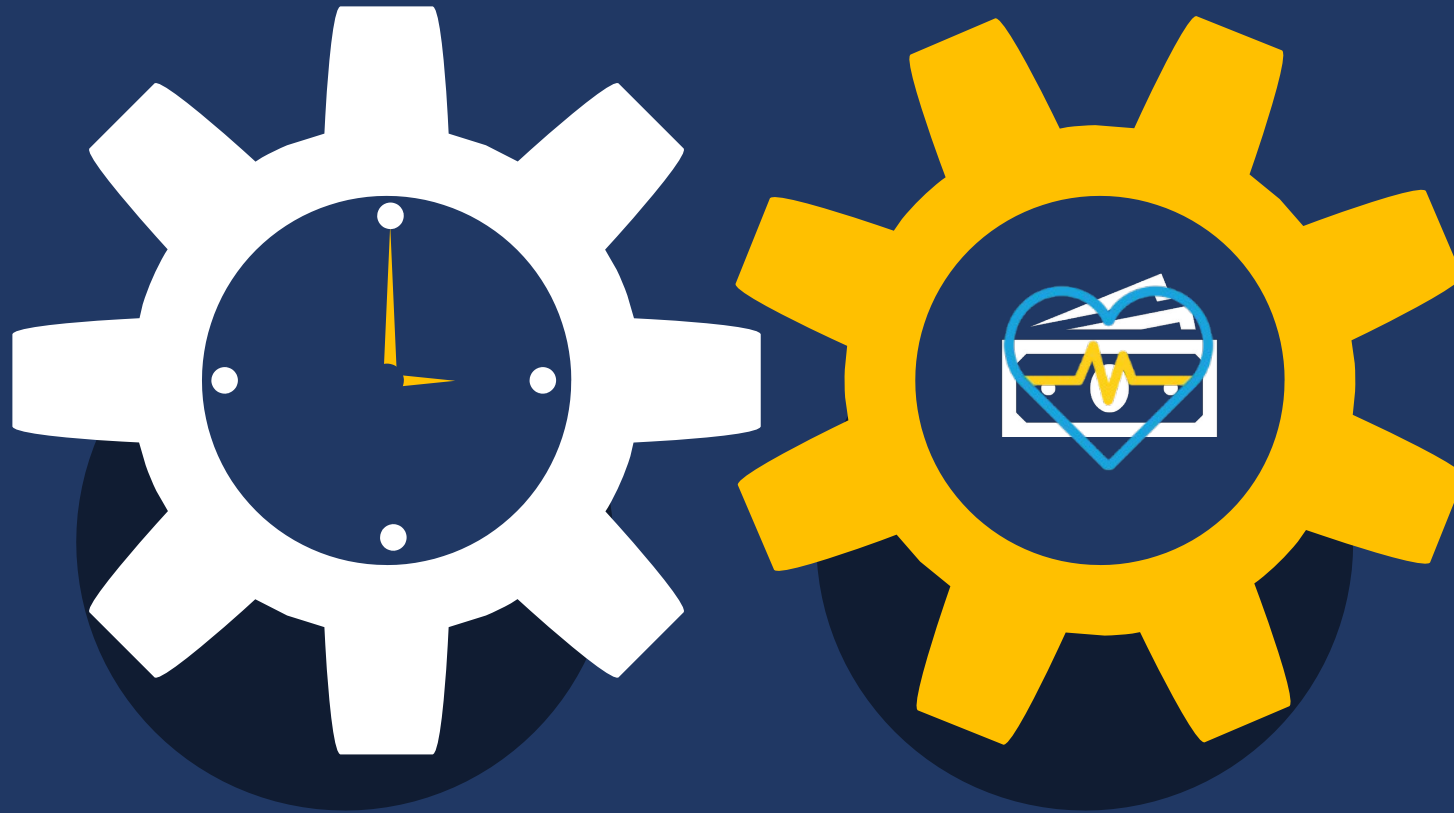
AVOID DISTRACTIONS



- 01** Focus sessions ~ 90 mins
Have dedicated focused sessions with no disturbance preferably first thing in the morning.
- 02** Turn off notifications
Turn off all notifications in phone which are not urgent and not important.
- 03** Hide apps in sub folders
If the apps are easily accessible, you will be more tempted to open those apps.
- 04** Delete social media apps
Deleting social media applications will immensely help you in saving time which can be utilized in productive activities.

Take control of technology, don't become its

TIME IS MONEY



LIFE teaches us
to make good
use of **TIME**,
While **TIME**
teaches us the
VALUE of **LIFE**.



**“BE NOT AFRAID OF
GROWING SLOWLY
BE AFRAID ONLY OF
STANDING STILL.”**

CHINESE PROVERB

How Good Is Your Time Management?

Discover Time Management Tools That Can Help You to Excel



By the Mind Tools Content Team



Results:

: 46-75

You're managing your time very effectively! Still, check the sections below to see if there's anything you can tweak to make this even better.

: 31-45

You're good at some things, but there's room for improvement elsewhere. Focus on the serious issues below, and you'll most likely find that work becomes much less stressful.